



## Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

### Comprehensive School Counseling Grant

<b>Program Name</b>	<b>Comprehensive School Counseling Grant</b>
<b>Fiscal Year of Award</b>	<b>2022-2024</b>

<b>Application Release Date</b>	<b>October 13, 2022</b>
<b>Application Due Date</b>	<b>December 16, 2022</b>
<b>Electronic Submission Process</b>	<b>Online Form:</b> <a href="https://form.jotform.com/222345664646158">https://form.jotform.com/222345664646158</a>
<b>Eligibility</b>	<b>Traditional public schools/corporations, charter schools, non-public schools, and education service centers.</b>
<b>Funding Source</b>	<b>ESSER funds will be awarded to eligible high-quality grant applications.</b>
<b>Grant Award Notification Date</b>	<b>January 2023</b>



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## Grant Overview

Our education system plays an essential role in ensuring all students develop foundational knowledge and skills, as well as have access to exploration, engagement, and experiences that illuminate the range of opportunities available to them after high school. As we work to blur the lines between PK-12, higher education, and the workforce, school counselors have the unique training and qualifications needed to engage students in planning for life after high school, including their future postsecondary education and career goals. Developing a framework for school counseling programs in the state of Indiana that keeps access to pathways and opportunities top of mind will help ensure more Hoosier students are prepared for a dynamic future, whether they choose employment, enrollment, or enlistment leading to service.

Indiana's Comprehensive School Counseling Grant will provide competitive, discretionary grants to traditional public schools/corporations, charter schools, non-public schools, and education service centers to support efforts to redesign their counseling programs or provide more comprehensive student support services. Applicants will submit implementation plans focused on the development of a Comprehensive School Counseling Program based on both the [American School Counselor Association \(ASCA\) National Model](#) and the [Indiana Comprehensive School Counseling Model](#), which contain elements of the four main components of a Comprehensive School Counseling Program: **define**, **manage**, **deliver**, and **assess**.

Grant applications will be reviewed by a committee composed of internal agency staff. Consideration will be given to schools based on the following criteria:

- Geographic distribution – It will be a priority to have an equal distribution of schools across urban, suburban, and rural regions of the state.
- Consideration of the percentage of students within the school corporation who are designated at-risk
- Promotion of innovative methods for initiating and expanding programs that focus on both academic achievement and overall well-being of our students
- Programs that demonstrate the greatest potential for implementation, replication, and sustainability
- Impact on counselor/student ratios where excessively high



## Grant Goals

### *Primary goals of the grant:*

1. Increase the number of Indiana schools delivering a **comprehensive school counseling program**.
2. Clearly define the **role of the school counselor in improving student outcomes** tied to the five characteristics of [Indiana Graduates Prepared to Succeed](#).
3. Establish a system of **progress monitoring to evaluate effectiveness and identify needs for additional local support and guidance**.

## Community of Practice

The Indiana Department of Education (IDOE) believes innovation should be celebrated, supported, and propagated at the community level, with many opportunities to share insights and outcomes amongst school corporations and local stakeholders. To encourage the transfer of ideas and notable findings, school corporations and partner organizations are expected to participate in Communities of Practice while implementing the Comprehensive School Counseling Grant. Each Community of Practice will be facilitated and maintained by IDOE. By implementing the Community of Practice, IDOE aims to inspire creativity, and elevate local success stories taking place throughout Indiana, and identify new strategies and tactics for improving outcomes for all students.

## Application Process

*The Application Components & Rubrics begin on page 8.*

- Important Dates
  - **October 13, 2022:** Applications open
  - **December 16, 2022:** Applications due; must be submitted via [JotForm](#)
  - **January 2023:** Anticipated date of awards announcement
  - **September 30, 2024:** Encumbrance date
  - **December 15, 2024:** Reimbursement date deadline
- Grant Implementation Timeline
  - **January 2023 - December 2024**
- Applicant Support
  - For technical support or application clarity, applicants can contact [engagement@doe.in.gov](mailto:engagement@doe.in.gov). IDOE staff may not advise on application content.

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- **Selection of Grant Awards**

Once all applications have been submitted, they will be reviewed internally. Reviewers attend required training sessions that cover the application and rubric used to evaluate programs. The link to the rubric can be found on page 8.

Once scored by the reviewers, application scores are screened for a significant score variance. IDOE will rank applications by final application scores. Top-scoring grant applications will be awarded until all funds have been exhausted.

IDOE reserves the right to determine individual award amounts based on application content and funding availability.

- **Required Information for Submission**

Online form application with required documents; Project Narrative, Budget Proposal, and Budget Summary

## **Grant Components and Requirements**

Applicants must develop and submit a project narrative and budget proposal that clearly articulates a plan that satisfies each of the evaluation criteria outlined below. Applications must:

- Describe the intended use of the grant funds in detail;
- Describe how this additional funding will support the implementation of the local Comprehensive School Counseling Program and enhance student services to improve student achievement, overall wellbeing, and college and career readiness;
- Describe how this additional funding will support the professional development and promote well-being of school counselors and educators who support student services;
- Describe how this additional funding will help build quality community partnerships that will enhance the work of the school counseling program;
- Provide a strategic plan to prioritize goals related to student data from the [Indiana Graduates Prepared to Succeed](#) Metrics (3rd Grade Literacy, ELA/Math Proficiency & Growth, Attendance, 8th Grade Math Proficiency, Advanced MS Coursework, 21st Century Scholars Enrollment, College & Career Credentials, SAT Performance, FAFSA Completion).

## **Eligible Entities**

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- Traditional public schools/corporations, charter schools, and non-public schools
- Education service centers

*\*Multiple schools may apply together under one application if utilizing the same external partner or within the same school district, as long as there is one lead applicant responsible for fund distribution.*

## **Assumptions regarding data and use of funds**

- A data sharing agreement will be established between schools and partner organizations.
- Funds are restricted solely for execution of the Comprehensive School Counseling Grant.
- IDOE will serve as the fiscal agent for the grant. Terms of engagement between schools/corporations and partner organizations(s) are the responsibility of the local parties.

## **Consideration of Technical Partners**

As part of the program's design, schools may contract with technical partners to carry out the function(s) necessary to meet the established goals for grant implementation; however, such contracts must be entered into with the understanding that the school is the sole grantee and administrator of the program. Subcontractors must carry out the work specified in the contract agreement and may be reimbursed for goods and services reasonably necessary to carry out such functions in accordance with the objectives of the grant and parameters of the contract. Such reimbursement may be made only after the agreed-upon goods and services have been provided and documented. Schools may use grant funds under this program and/or other budgetary resources to support the successful execution of their Comprehensive School Counseling programs, including the reimbursement of those contracted to provide goods and/or services.

## **Grant funds**

Allowable expenses include those reasonable, allocable, and necessary to fulfill the objectives of the grant. Evaluators will cross-reference the budget to the Application Narrative. Any expenses listed in the Budget Proposal or Narrative that do not line up with the described program may result in a failed budget.

Grant funds may not be used for the following unallowable expenses:

- Non-academic entertainment
- Preparation of the initial grant application
- Pre-award costs (incurred before the grant effective date)



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- Decorative items
- Purchase of facilities or vehicles
- Land acquisition
- Capital improvements
- Permanent renovations
- Food, including refreshments/snacks
- Indirect costs

### Reimbursement

- Final reimbursements must be submitted by December 15, 2024.
- Reimbursement funding will be provided to grant recipients after the expenses within the grant period have occurred.
- Grant recipients will follow procedures to obtain reimbursement monthly.
- Reimbursement forms and directions will be provided after the grant contracts have been fully executed.

### Application Components and Rubrics

Applications may only be submitted once, so please ensure applications are finalized before submitting. The online form for submitting applications can be found [here](#). Applicants should submit a completed [Project Narrative](#), [Budget Summary](#) (Excel format), and [Budget Narrative](#) in the online form application. Please make a copy of the linked documents before editing, and submit them labeled with your school/corporation name. The Budget Summary must be downloaded and submitted as an Excel file.



Section	Points Possible
1. <a href="#">Project Narrative</a>	
a. Program Abstract, Need & Local Data	10
b. (Component 1) Use of Grant Funds	8
c. (Component 2) Student Achievement, Overall Wellbeing, and College and Career Readiness	12
d. (Component 3) Professional Development/Counselor Wellbeing	12
e. (Component 4) Data	8
2. <a href="#">Budget Summary</a>	5
3. <a href="#">Budget Narrative</a>	5
TOTAL	60

Please ensure you are following the rubrics that outline the points per category and requested information as you fill out the application narrative. **Rubrics can be found at this [link](#).**

## Project Narrative

Complete the [Project Narrative](#) document and upload it as a PDF file to the online application.

### Program Abstract/ Demonstration of Need

Describe in your abstract (a concise summary of the project):

- Current School/Corporation Demographics - Who will benefit from the Comprehensive School Counseling Model? (geographic location, student grade levels, number of students, race/ethnicity, socio-economic needs).
- How does this proposed programming address academic needs, overall student wellbeing, and/or college and career readiness needs exacerbated by the pandemic?
- How will this grant support innovative methods for initiating and expanding programs that further develop overall student wellbeing and career counseling programs?

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- d. What is the potential for implementation, replication, and sustainability?
- e. What is the current school counselor/student ratio? How will this funding impact school counseling capacity?

### **Component 1: Use of Grant Funds (8 pts)**

Summarize how the applicant's use of grant funds to support their Comprehensive School Counseling plan will:

- 1.1 - Utilize [Indiana School Counseling Standards](#) and ASCA Mindsets and Behaviors to support an increase in students' academic achievement, overall wellbeing, and college and career readiness.
- 1.2 - Promote strategies and activities for elementary, middle, and high school counseling that develop the learning potential of every student and support the relationship between academic development, overall student wellbeing, and college and career readiness.

### **Component 2: Student Achievement, Overall Wellbeing, and College and Career Readiness (12 pts)**

Summarize how the applicant's use of grant funds to support their Comprehensive School Counseling plan will:

- 2.1 - Promote career development by assisting students in the early exploration and development of their postsecondary pathways.
- 2.2 - Promote overall student wellbeing by strengthening foundational skills to help students manage their emotions and develop interpersonal skills.
- 2.3 - Promote student achievement by analyzing what achievement gaps exist and which students need more support.

### **Component 3: Professional Development/Counselor Wellbeing (12 pts)**

Summarize how the applicant's use of grant funds to support their Comprehensive School Counseling plan will:

- 3.1 - Provide resources and professional development for elementary, middle, and high school counselors that foster the development of students in the areas of academic development, overall student wellbeing, and college and career development.
- 3.2 - Provide resources and professional development for educators that support the school's Multi-tiered, Multi-domain Systems of Supports.
- 3.3 - Promote counselor wellbeing through promotion of mental wellness and completion of self-care activities.



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### Component 4: Data

Summarize how the applicant's use of grant funds to support their Comprehensive School Counseling plan will:

- 4.1 - Provide a strategic plan to evaluate program implementation, collect, share, and submit student data tied to the Indiana GPS Metrics (3rd Grade Literacy, ELA/Math Proficiency & Growth, Attendance, 8th Grade Math Proficiency, Advanced MS Coursework, 21st Century Scholars Enrollment, College & Career Credentials, SAT Performance, FAFSA Completion).

### Data Example:

Grant Data Metrics			
Metric	Strategy	Current State: Baseline Data	Future State: Data Goal
9th Grade On-Track	Increased parent engagement through additional freshman counselor and family engagement liaison	75% of students meeting the 9th grade on-track metric.	85% of students meeting the 9th grade on-track metric (10% growth).

### Submission

Please submit the Application Narrative, Budget Summary, and Budget Narrative via the [Comprehensive School Counseling Grant Application Form](#) no later than 11:59 p.m. ET on December 16, 2022. Grant notifications are anticipated to be released in January 2023. Please contact [engagement@doe.in.gov](mailto:engagement@doe.in.gov) with any questions.